

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Holiday Informal Time Off	<b>REFERENCE NUMBER:</b> 2007-036
<b>DATE ISSUED:</b> 11/29/07	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers**

**FROM:** Department of Personnel Administration  
Office of the Director

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 327-1886  
Email: PSB@dpa.ca.gov

In celebration of the holiday season, the Governor has authorized informal time off (ITO) for all employees based on the following schedule:

Full-time employees		4 hours
	Less than ¼ time	1 hour
Part-time employees	¼ to ½ time	2 hours
	Greater than ½ time	4 hours
Intermittent employees	1 – 43 hours worked	1 hour
	44 – 87 hours worked	2 hours
	88 or more hours worked	4 hours

For most employees, the paid ITO will be either Monday, December 24, or Monday, December 31. The time off should be granted in a manner consistent with maintaining necessary services to the public. Employees required to work these days, or who would be scheduled to work but are on paid leave, should be granted the time off prior to June 30, 2008, if administratively feasible.

**ITO Provisions**

- All employees who are scheduled to work are eligible for ITO. This includes temporary hires such as seasonal employees and retired annuitants.
- Employees using ITO must report it on their Absence Report forms (Std. 634).
- FLSA-exempt employees may either combine their ITO with paid leave to equal a full day off, or they may use their ITO to leave early after working a partial day.
- ITO is not lost when employees transfer between agencies; employees retain their ITO balances until the hours are actually used.
- ITO is not available for cash-out upon separation; agencies should allow employees to use their ITO prior to separation.

For policy interpretation questions related to ITO, your headquarters' personnel office staff should contact DPA's Personnel Services Branch at the telephone number or email address provided above.

May you all have a joyous holiday season.

/s/David A. Gilb

David A. Gilb, Director  
Department of Personnel Administration